

Personnel 12

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3 December 1951

MEMORANDUM FOR: Deputy Director/Administration
FROM: Assistant Director/Personnel
SUBJECT: Proper Placement of Agency Employees.

1. On Thursday, we discussed briefly the important question of assuring, insofar as possible, that experience and training backgrounds of employees are being properly utilized in the Agency. We have given this large problem some additional thought and at least two proposals are being developed which should help.

a. A Performance Evaluation System is being developed by a Working Group under the Career Service Committee. Such an evaluation program is basic to effective placement.

b. We are planning to reinstitute placement follow-up by our Placement Officers in both the Overt and Covert sides of the Agency. Details are not complete, but in general, this would mean periodic checking with the employee and his supervisor on some such basis of thirty days, sixty days and ninety days after his entrance on duty.

2. We certainly agree that this is one of the major elements of a sound personnel program and we will keep you informed of additional plans to accomplish our objective.

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| Document No. | |
| Is Change in Class. | <input type="checkbox"/> |
| Declassified | <input checked="" type="checkbox"/> |
| Class. Changed To: | TS S |
| Auth: | 14-11-28 |
| Date: | 14-11-28 |

F. TRUBEE DAVISON

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